

**STATE PENSION REVIEW BOARD  
AN EQUAL OPPORTUNITY EMPLOYER  
STATE AGENCY JOB VACANCY NOTICE**

<b>Agency:</b> State Pension Review Board	<b>Opening Date:</b> 07/23/2021 <b>Closing Date:</b> Open until filled
<b>Listing Number:</b> PRB2104 <b>WorkInTexas Id:</b> 14698146	
<b>Salary:</b> \$112,000-\$140,000	
<b>Position Title:</b> Senior Actuary	<b>Salary Group /Class No:</b> B31/2806
<b>Refer To:</b> Westley Allen	<b>Telephone:</b> 512-463-1736
<b>Number of Openings:</b> 1	<b>Duration:</b> Full Time
<b>Travel Required:</b> Limited	
<b>Agency Mailing Address:</b> P.O. Box 13498, Austin, TX, 78711-3498	
<b>Agency Location Address:</b> 300 W. 15 <sup>th</sup> Street, Room 406, Austin, TX	
<b>Agency Web Address:</b> <a href="http://www.prb.texas.gov">www.prb.texas.gov</a>	

**WORK TO BE PERFORMED**

**GENERAL DESCRIPTION:** Performs highly advanced (senior-level) actuarial work. Work involves providing professional actuarial advice and consultation; participating in the development and implementation of agency policies and improved actuarial procedures; managing special research assignments; and representing the agency on actuarial matters in meetings with public officials, industry representatives, and the public. May assign and/or supervise the work of others. Works under minimal supervision, with extensive latitude for initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED:** Analyzes and monitors public retirement system actuarial opinions, reports, and memorandums to evaluate compliance with state law and consistency with Actuarial Standards of Practice; oversees, plans, and directs research and publications; prepares reports on the condition of Texas public pension plans; assesses the actuarial impact of existing law and proposed legislation or policies affecting public retirement systems or agency programs; provides input on rules and proposed legislation; directs the agency's preparation of actuarial impact statements on pension legislation; presents to the Board and at industry conferences; attends legislative hearings and may provide expert testimony; may review and make recommendations relating to assumptions, experience, funding, and other actuarial matters; and performs related work as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Experience in actuarial or statistical analysis in the area of pensions. Graduation from an accredited four-year college or university with major course work in statistics, mathematics, actuarial science, finance or a related field is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of actuarial formulas, methods, forecasting, and procedures. Knowledge of public pension policy and Actuarial Standards of Practice as promulgated by the Actuarial Standards Board. Skill in applying actuarial principals and techniques and the use of actuarial computer applications. Ability to interpret pension regulations and procedures, testify at hearings, communicate effectively, and supervise the work of others.

#### **REGISTRATION, CERTIFICATION, OR LICENSE**

Must be a fellow of the Society of Actuaries, a member of the American Academy of Actuaries, or an enrolled actuary under the Employee Retirement Income Security Act of 1974 (29 U.S.C. Section 1001 et seq.).

#### **NOTES**

Veterans, Reservists, or National Guards with an MOS or additional duties that fall in Actuarial Science or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

#### **HOW TO APPLY**

Apply using State of Texas application form only, which can be found at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm>.

Applications may be submitted through [WorkinTexas.com](http://WorkinTexas.com), emailed to [wes.allen@prb.texas.gov](mailto:wes.allen@prb.texas.gov) or mailed to Pension Review Board, P.O. Box 13498, Austin, TX 78711-3498.

#### **ADDITIONAL INFORMATION:**

**The PRB is an Equal Employment Opportunity Employer.** Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, you will need to provide documentation that establishes identity and employment eligibility. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the [Texas Workforce Commission](#).

**Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process:** Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Westley Allen at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate your request.